

MARINA MANAGEMENT

Staff Training

Review Emergency and Pollution Prevention Plans

- ✓ Train employees on emergency response procedures at least twice a year.
- ✓ Run emergency response drills at least twice a year.
- ✓ Review emergency plans with staff at the beginning of each boating season.
- ✓ Invite the U.S. Coast Guard and the local fire department to demonstrate emergency response procedures at your marina.
- ✓ Train employees on the components and goals of your Stormwater Pollution Prevention Plan at least twice a year (40 CFR 122.26). Training must address:
 - ♦ The need for a pollution prevention plan
 - ♦ Used oil management
 - ♦ Used solvent management
 - ♦ Used battery management
 - ♦ Proper disposal of used abrasives
 - ♦ Disposal of boat wastewater
 - ♦ Spill prevention and control
 - ♦ Fueling procedures
 - ♦ Pump-out operations
 - ♦ Painting and blasting procedures
 - ♦ Use of equipment such as dustless sanders and high-volume low-pressure spray guns
 - ♦ General good housekeeping
 - ♦ Strategies for communicating rules to patrons and contractors

Encourage Diligence

- ✓ Share the best management practices in this guidebook with your employees.
- ✓ Require marina personnel to pick up any stray litter from the grounds and nearshore area.
- ✓ Encourage personnel to look for and immediately stop:
 - ♦ Hull cleaning that results in colored plumes in the water
 - ♦ Bilge water discharge with a sheen
 - ♦ Uncontained sanding, painting, varnishing, or cleaning
 - ♦ Washing of maintenance debris into the water
 - ♦ Discharges of sewage within the marina

Staff Training

- Review Emergency and Pollution Prevention Plans
- Encourage Diligence
- Investigate Course and Workshop Offerings
- Maintain Training Records

Public Awareness

- Incorporate Best Management Practices into Contracts
- Post Signs Describing Best Management Practices
- Distribute Green Boating Information to Boaters
- Host a Workshop on Green Boating Practices
- Recognize Boaters
- Approach Polluters

Business Practices

- Offer Environmental Audits for Boaters
- Avoid Environmental Surcharges

Public Relations

- Become an Illinois Clean Marina
- Publicize Your Good Deeds



- ♦ The use of environmentally harmful cleaning products

Investigate Course and Workshop Offerings

Look for courses, workshops, or webinars related to environmental protection. To learn more about programs in your area, visit web.extension.illinois.edu/state/index.html.

Maintain Training Records

- ✓ Record training dates, topics, and names of employees and instructors.
- ✓ Require staff to fill out and sign forms showing they have completed training.
- ✓ Keep copies of instructional material.

Public Awareness

Incorporate Best Management Practices into Contracts

In addition to being legal documents, contracts are very effective educational tools. Use the contract to inform boaters and contractors of how to minimize their environmental impacts.

- ✓ Include language requiring the use of best management practices in all of your contracts for slip holders, live-aboards, transients, charters, workers, contractors, and tenants.
- ✓ Specify the consequences for not using best management practices, such as “Failure to use best management practices will result in expulsion from the marina and forfeiture of rental fees.”

Post Signs Describing Best Management Practices

- ✓ Post signs at fuel docks and pump-out stations, along piers, in vessel maintenance areas, and at dumpsters and recycling stations. See samples on the next page.
- ✓ Be sure the signs are visible, durable, eye catching, and appropriately sized.
- ✓ Post your facility’s environmental policy for public viewing.

Suggested Signs

Notice: The Discharge of Oil Is Prohibited

The Federal Water Pollution Control Act prohibits the discharge of oil or oily waste into or upon the navigable waters of the United States or the waters of the contiguous zone if such discharge causes a film or sheen upon, or discoloration of, the surface water. Violators are subject to a penalty of \$5,000.

The use of soaps to disperse oil is illegal. Violators may be fined up to \$25,000 per incident.

Report oil spills to U.S. Coast Guard at (800) 424-8802 and the Illinois Emergency Management Agency at (800) 782-7860.

Fresh Water Habitat Sanctuary

This marina provides food and shelter for young fish. Help fish and other wildlife by:

- Preventing oil spills
- Keeping bilges clean
- Using oil-absorbent pads
- Recycling or properly disposing of used oil, antifreeze, solvents, cleaners, plastics, and other waste

No Fish Scraps

Do not discard fish scraps in the marina basin. Use our fish cleaning system, bag scraps, and dispose of them in dumpsters or at home.

Think Before You Throw

The following items may not be placed in this dumpster:

- Oil
- Antifreeze
- Paint or varnish
- Solvents
- Pesticides
- Lead batteries
- Transmission fluid
- Distress flares
- Loose polystyrene peanuts
- Hazardous waste

Pump-Out Station

[Instructions for use]

[Hours of operation]

[Fee]

[Name and number of person to call in case of malfunction]

Recycle Oil

This container is for:

- Engine oil
- Transmission fluid
- Hydraulic fluid
- Gear oil
- #2 diesel
- Kerosene

[Tailor to fit your hauler's requirements.]

Gasoline is STRICTLY PROHIBITED.

[If container is locked, include information about where to find the key or leave the oil.]

Environmental Policy

It is the policy of this marina to protect the health of our boaters, staff, and the environment by minimizing the discharge of pollutants into the water and air.

Do Not Discharge Sewage

Please use our clean, comfortable restrooms while you are in port. Nutrients and pathogens in sewage impair water quality.

Vessel Maintenance Area

- Conduct all major repairs in the vessel maintenance area.
- Perform blasting and spray painting within the enclosed booth or under tarps.
- Use tarps or filter fabric to collect paint chips and other debris.
- Use a vacuum sander [include rental information, if appropriate].
- Use high-volume, low-pressure spray guns [include rental information, if appropriate].
- Use pans with all liquids.
- Reuse solvents.
- Store waste solvents, rags, and paints in covered containers.

Oil Spill Response Kit

[Include name and number of a person to contact at the marina in case of a spill.]

Recycle Antifreeze

This container is for:

- Ethylene glycol antifreeze
- Propylene glycol antifreeze

[Tailor to fit your hauler's requirements.]

Gasoline, diesel, kerosene, and all other materials are STRICTLY PROHIBITED.

[If container is locked, include information about where to find the key or leave the antifreeze.]

Recycle Items

- Oil
- Antifreeze
- Lead batteries
- Glass
- Plastic
- Aluminum
- Corrugated cardboard
- Mixed paper
- Newspaper
- Solvents
- Steel
- Scrap metal
- Tin
- Tires
- Metal fuel filter canisters

[Indicate which items you recycle and where the collection sites are. Include information about local recycling services for materials that you do not collect.]

Distribute Green Boating Information to Boaters

- ✓ Distribute your environmental policies to boaters.
- ✓ Post information about best management practices on a marina bulletin board.
- ✓ Copy and distribute the Clean Boater Tip Sheets included in this guidebook, or create your own.
- ✓ Send the tip sheets with monthly mailings and place in dock boxes or on vessels. Make sure they do not end up in the water.
- ✓ Include articles about best management practices in your newsletter.
- ✓ Get copies of clean boating materials from organizations such as Boat U.S. at www.boatus.com and the National Oceanic and Atmospheric Administration at coastalmanagement.noaa.gov/marinas.html.
- ✓ Contact the U.S. Coast Guard for publications summarizing federal boating requirements.
- ✓ Convey pollution prevention information in conversations with patrons and contractors.

Host a Workshop on Green Boating Practices

- ✓ Include a walking tour of the facility to demonstrate best management practices.
- ✓ Schedule workshops to coincide with an existing marina function that is traditionally well attended, if possible.
- ✓ Offer incentives for patrons to attend workshops, such as door prizes, discounts, product samples, and food.

Recognize Boaters

Publicly recognize boaters who are making an effort to control pollution. Feature clean boaters in your newsletter, post a flyer with the boater's picture on a public bulletin board, or give an award.

Approach Polluters

- ✓ Determine who can confront boaters and contractors who are polluting. Except in an emergency, this usually is a job for the manager.
- ✓ Inform boaters and contractors why their actions are harmful.
- ✓ Suggest a more environmentally sensitive method and ask that the work stop until it can be done with less environmental impact.

- ✓ Follow-up if the problem persists by:
 - ♦ Talking to the boater or contractor again.
 - ♦ Mailing a written notice asking that the harmful practice stop. Keep a record of the mailing.
 - ♦ Charging the boater or contractor for the cost of clean-up.
 - ♦ Asking the tenant or contractor to leave your marina.

Business Practices

Offer Environmental Audits for Boaters

- ✓ Expand your business by offering environmental audits.
- ✓ Inspect engines, bilges, fuel systems, and holding tanks.
- ✓ Provide pollution prevention materials, such as oil-absorbent pads, bilge pillows or socks, and air/fuel separators.

Avoid Environmental Surcharges

- ✓ Charge fees for the use of tangible items, such as tarps, vacuum sanders, and protective clothing, rather than implementing a flat environmental surcharge.
- ✓ Consider donating a portion of rental fees to an environmental organization.

Public Relations

Become an Illinois Clean Marina

- ✓ Apply to be an Illinois Clean Marina. See the Clean Marina Certification Process section in the introduction of this guidebook for more information.
- ✓ Use the Illinois clean marina logo in your advertising and correspondence and fly a clean marina flag.
- ✓ Use your certification as an opportunity to prepare a press release.
- ✓ Maintain your clean marina status by continuing to meet program standards and scheduling on-site assessments when required.

Publicize Your Good Deeds

- ✓ Prepare news releases to highlight your innovative practices, new equipment or services, available literature, or a workshop you are sponsoring.
- ✓ Plan news releases to coincide with seasonal activities, such as helpful tips for winterization.
- ✓ Start news releases with a contact person's name and

phone number, the date, and a headline. The first paragraph should contain vital information: who, what, when, and where. Fill in with secondary information and support data. Conclude with a call to action, such as “Visit the marina for a demonstration of the new plastic media blasting system.” The news release should be no longer than two pages. Visit www.las.illinois.edu/news/communications/resources/newsrelease for more writing tips and to view sample press releases.

- ✓ Learn media deadlines and send releases in time to meet them.
- ✓ Send news releases to the editors of the publications and be sure names are spelled correctly.
- ✓ Ask for press kits from manufacturers of environmentally sensitive products and use their photographs and product information.
- ✓ Participate in National Marina Day. Visit www.nationalmarinaday.org for more information on National Marina Day and event resources.